

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 17, 2013 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Ballweg, Frohling, Greshay and Marsik**

**MEMBER EXCUSED: Maly**

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist - CV; Patricia Ninmann, Sheriff; Scott Smith, Chief Deputy; Michelle Kenning, Office Manager Clerk of Courts; Russell Kottke, County Board Chair; Janet Wimmer, Director of Human Services and Health; Matthew Bublitz, Correctional Officer; Scott Petrack, Local 1323-B President; David Dorn, AFSCME Staff Representative**

**Meeting called to Order by Vice-Chair Ballweg at 10:00 a.m.**

Roll call was taken. All members present except Maly who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Ballweg asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the December 3, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion Carried.

The Committee heard testimony regarding grievance #13-04 regarding call-in procedure filed by the Sworn Union, Local 1323-B.

Present for the union: David Dorn, Staff Representative; Scott Petrack, Local 1323-B President.

Present for Management: Patricia Ninmann, Sheriff; Scott Smith, Chief Deputy.

The Committee discussed the Sworn Union #13-04 grievance.

Motion by Greshay to deny the grievance. Second by Frohling. Motion carried.

Eske addressed the Committee regarding a request to donate sick time for an employee of the Sheriff's Department who has been out of work to care for a relative with a serious health condition. She stated the employee's leave is approved through January 12, 2014. She stated the employee has exhausted all her own paid time during this leave.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 12/17/13

Motion by Marsik to approve the donation of sick time under the established guidelines and provided it does not establish a practice or precedent. Second by Frohling. Motion carried.

Mielke addressed the Committee regarding a request to provide additional compensation for Michelle Kenning, Office Manager, in the Clerk of Courts office. He stated that Clerk of Courts Lynn Hron has been out of the office due to her own serious health condition starting the last week of September, 2013. Since this time, Kenning has taken on all the responsibilities of the Clerk of Courts in Hron's absence. Mielke indicated he would like to provide supplemental pay in the amount of \$240 per pay period to recognize Kenning for the additional duties that she has taken on. Mielke indicated that he is requesting the supplemental pay be retroactive to October 5, 2013; which is the first day of the payroll following Hron's first day of absence. He also indicated he would like the supplemental pay to continue through the end of the payroll period upon Hron's return.

Motion by Frohling to approve the request as presented retroactive to October 5, 2013 and to give Mielke the discretion to determine which payroll period the supplemental pay will end following Hron's return to work. Second by Greshay. Motion carried.

Rains updated the Committee regarding the Performance Review procedure. He stated that other than Clearview, he has been reviewing all the performance review forms and that well over 10% of the total reviews have come in. He also stated that approximately 80% of the reviews are coming in with an overall rating of 2, and approximately 20% are coming in at an overall rating of 3. He stated that he is very pleased with how things are going and how well the evaluators and employees are completing the forms. Mielke indicated he has received some positive feedback and that he too is very pleased.

Personnel Requisitions: None.

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: None. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Gina M. Steinke, Judicial Assistant-Courts/Family Court, Courts/Family Court Departments at \$17.61, Pay Grade DC04, Step ST03 effective 01-06-14; Ian C. Dodge, Technical Services Specialist, Information Technology Department at \$32.64, Pay Grade PRU13, Step 6M54 effective 01-01-14; Joshua N. Kohlhoff, Network Administrator, Information Technology Department at \$34.44, Pay Grade DC11, Step ST06 effective 01-01-14; Kevin J. Nakielski, Technical Services Lead, Information Technology Department at \$26.45, Pay Grade DC08, Step ST04 effective 01-01-14; Erin M. Roberts, Database Administrator, Information Technology Department at \$34.44, Pay Grade DC11, Step ST06 effective 01-01-14; Ben Schiffer, Technical Services Specialist, Information Technology Department at \$22.44, Pay Grade DC07, Step ST01 effective 01-01-14; Paul A. Beeney, Maintenance Mechanic, Physical Facilities Department at \$20.71, Pay Grade DC05, Step ST05 effective 01-08-14; Andrew L. Denure, Custodian II, Physical Facilities

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 12/17/13

Department at \$17.57, Pay Grade DC02, Step ST14B effective 01-15-14; David L. Link, Maintenance Mechanic, Physical Facilities Department at \$20.71, Pay Grade DC05, Step ST05 effective 01-02-14; Jason A. Polsin, Jail Supervisor – 1<sup>st</sup> Shift, Sheriff's Department – Jail Division at \$27.84, Pay Grade DC08, Step ST06 effective 11-22-13. STEP INCREASE: Sandra J. Rossing, Human Resources Secretary, Human Resources Department at \$18.73, Pay Grade DC03, Step ST11A effective 01-01-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

### **HR Director's Report**

- a. Disciplinary Actions: Nothing to report.
- b. Grievances and Arbitrations: Rains informed the Committee that prior to the start of this meeting he discussed with AFSCME Staff Representative Dorn the possible date of January 15, 2014 to hold the Sworn Arbitration regarding the step increases. Rains stated that Dorn indicated this date is not available for the union. Rains stated that Dorn will inform the Arbitrator and will ask for more dates.

Rains stated that the terminated employee from Clearview who appealed her termination to Mr. Mielke has requested a hearing before an Independent Hearing Officer (IHO). Rains stated that he is in the process of asking Bill Houlihan of the Wisconsin Employment relations Commission (WERC) to serve as the IHO in this matter.

### **Closed Session:**

Motion by Marsik, second by Frohling to convene into Closed Session.

Before voting on the motion, Vice-Chairperson Ballweg announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining, and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, namely the decision of the District IV Court of Appeals regarding Appeal No. 2013AP535 in the matter of Dodge County Professional Employees Local 1323-A, AFSCME, AFL-CIO and Heidi Burden v. Dodge County. The meeting is closed pursuant to Sections 19.85(1)(e) and (g) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 11:10 a.m.

### **Open Session:**

Motion by Marsik, second by Greshay to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:40 p.m.

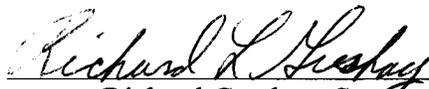
HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 12/17/13

After returning into open session, Greshay made a motion to move forward with a petition to the Supreme Court to review the decision of the District IV Court of Appeals regarding Appeal No. 2013AP535 in the matter of Dodge County Professional Employees Local 1323-A, AFSCME, AFL-CIO and Heidi Burden v. Dodge County. Second by Marsik. Motion carried.

Future Agenda Items: Request by Cayla Her regarding exemption under definition of full-time status.

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **January 7, 2014 and January 21, 2014** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 12:47 p.m.

  
Richard Greshay, Secretary

  
Robert Ballweg, Vice-Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on December 17, 2013 held in the Administration Building, Room 4C.

**MEMBERS PRESENT:** Ballweg, Frohling, Greshay and Marsik

**MEMBERS EXCUSED:** Maly

**ALSO PRESENT:** Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; John Corey, Corporation Counsel; Janet Wimmer, Director of Human Services and Health; Russell Kottke, County Board Chair; Mary Nelson, Attorney with Crivello Carlson, S.C.

Motion by Marsik, second by Frohling to convene into Closed Session. Before voting on the motion, Vice-Chairperson Ballweg announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining, and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, namely the decision of the District IV Court of Appeals regarding Appeal No. 2013AP535 in the matter of Dodge County Professional Employees Local 1323-A, AFSCME, AFL-CIO and Heidi Burden v. Dodge County. The meeting is closed pursuant to Sections 19.85(1)(e) and (g) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 11:10 a.m.

The Committee conferred with legal counsel regarding strategy to be adopted by the body with respect to litigation in which it is involved, namely the decision of the District IV Court of Appeals regarding Appeal No. 2013AP535 in the matter of Dodge County Professional Employees Local 1323-A, AFSCME, AFL-CIO and Heidi Burden v. Dodge County.

The Committee discussed negotiating strategies for collective bargaining.

Motion by Marsik, second by Greshay to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 12:40 p.m.

  
Richard Greshay, Secretary

  
Robert Ballweg, Vice- Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.